

# **Western New York Regional Information Center Advisory Council**

## **CHARTER**

July 1, 1991  
(Revised September 24, 1998)  
(Revised October 15, 1999)

### **I. PURPOSE:**

The Western New York Regional Information Center Advisory Council serves as an advisory body relative to all policies, plans, and activities of the Western New York Regional Information Center. The Advisory Council assists the School Districts and BOCES in the region in enhancing the use of the computer as an administrative tool, an instructional tool, and as an object for instruction in the curriculum. In general, the activities of the Council fall into the following categories:

- Communication
- Planning
- Policy Issues

### **II. MEMBERSHIP & MEETINGS:**

- A. The Western New York Regional Information Center Advisory Council shall be comprised of at least four and no more than six representatives from each of the five BOCES Regions in Western New York Joint Management Team:
  - District Superintendent (or designee)
  - One component School District Superintendent
  - One School District Management Services User
  - Two School District Instructional Representatives
  - One Instructional Technology Representative
- B. Each District Superintendent shall determine the method for selecting council members in their BOCES region. Council membership should be finalized by the April meeting each year.
- C. The Advisory Council shall meet on at least a quarterly basis; dates, times and places to be established by the chairperson. The meeting dates for the forthcoming year shall be established at the April meeting.

- D. Each BOCES shall have a maximum of six voting members. WNYRIC staff may not be voting members. A quorum shall consist of at least eleven voting members.

### **III. OFFICERS:**

- A. At the last meeting of each fiscal year, the members of the Council shall elect a chairperson and a vice chairperson.
- B. A Regional Information Center staff member will serve as facilitator to assure the development of agenda and to handle details for all meetings.

### **IV. GENERAL RESPONSIBILITIES:**

- A. Communication.
  - 1. Advisory Council members disseminate information to the groups they represent and serve as liaisons between these groups and the Council.
  - 2. Advisory Council members facilitate information dissemination from representatives of the WNYRIC at scheduled Superintendent's Meetings or other group meetings.
  - 3. Advisory Council members solicit information, ideas, concerns, or comments from the groups they represent.
  - 4. The Council attempts to interpret and clarify all new or modified directives issued from the Office EMSC to Superintendents of Schools.
- B. Cost of Services/Service Descriptions

The Advisory Council shall provide guidance to the Regional Information Center regarding the manner in which computer services are packaged and presented to school district consumers. It is important that service descriptions delineate responsibilities of both the school district and the Western New York Regional Information Center.
- C. Planning.

The Advisory Council shall review the draft of the Annual 793 Plan and make appropriate suggestions for modification. The Directors,

WNYRIC, shall report periodically to the Council regarding progress on 793 Plan objectives.

D. Policy Issues.

The Advisory Council attempts to interpret policy disseminated by the Board of Regents and the State Education Department regarding computer technology direction and implementation.